

# Approved Meeting Minutes

## Middle School Building Committee Meeting

March 24, 2014 – 7:00 pm

BOE Conference Room, 3<sup>rd</sup> Floor Annex Building

5 Linsley Street, North Haven, CT

### Committee Members in Attendance:

Goldie Adele, Miriam Brody , Michael Brandt, Lou Coppola, Sr., Gary Johns (committee chairman), David Mikos, Bruce Morris , Joseph Porto, Michelle Spader (committee secretary)

Absent: Walter Nester, Jr., Dyann Vissicchio (committee vice-chair)

### Others in Attendance:

Shay Atluru of DTC, Joe Costa of Perkins Eastman, Dr. Robert Cronin, Phil Diana, Attorney Jeff Donofrio, Fritz Morris and Rick Morse of DTC, Phil Piazza, Sydney Smith of DTC, and Thomas Tavella (landscape architect).

Meeting called to order at 7 pm by Chairman, Gary Johns.

Motion to approve the minutes from the March 17, 2014 was made by Bruce Morris and seconded by Goldie Adele. The motion unanimously passed.

Old Business – The Board of Finance approved the resolution appropriating \$199,250 for the initial pre-referendum phase funding for the middle school project. This includes the architect's fees as well as the costs to perform preliminary site tests for such things as hazardous material screening, a phase 1 site assessment, fire protection flow test and sub-surface utility inspection.

There will be a town meeting on April 29 for the taxpayers to approve the expenditure. The building committee will do another presentation before the town on that date.

New Business – Dave Mikos informed the committee that on Tuesday, March 25 at 6 pm in the high school auditorium there will be a meeting between the athletic director, middle school & high school coaches and some youth sports league presidents to discuss the need for additional fields and to develop a wish list to see if we can incorporate some of these items into the middle school project. Lou Coppola and Joe Porto will also represent the committee at this meeting. Dr. Cronin expressed that he was interested in the topic for discussion, but would be unable to attend because the Board of Education was having a special meeting that evening in regards to the budget.

The committee discussed the RFQ/RFP (request for qualifications/proposals) that would be prepared in order to procure the services of a licensed environmental professional to perform the site testing.

Services should be completed as soon as possible, so that we can get lab results back and ensure that we are able to provide an accurate cost estimate no later than April 30, 2014. A mandatory, pre-bid walk through will be held at the middle school on April 2. Questions regarding the RFP/RFP must be sent to Ed Swinkoski by April 2 and the deadline for submission of RFQ/RFP is April 4 at 10 am.

Fritz Morris from Perkins Eastman made a presentation to the committee to discuss building and site design, an update to the budget, a pre-referendum schedule, as well as community outreach efforts that are being planned.

Due to refinement of the architectural program there was a reduction in square footage to 125,609 square feet, which puts us under the maximum square footage that OSF allows. Our gym space is 6,120 over what the state allows, but since we are renovating existing space we will get reimbursed for it accordingly. This is good news because we are at/near allowable square footage (only 4.5% difference) and we are meeting the programming criteria in the Ed Spec.

Potential configurations for the bus loop, to accommodate 12 buses, as well as field configuration options were discussed by Thomas Tavella. Circulation and parking were taken into consideration in regards to bus loop and fields. Sidewalk modifications and extensions were also discussed. Michelle Spader remarked that the drop off and pickup situation is already less than desirable and we must take this time to address that and attempt to remedy the situation. Additional parking areas were also discussed.

Rick Morse discussed that the reduction in the gross square footage along with some additional tweaking of some of the line items of the project created a reduction in the overall anticipated Town of North Haven share of the project. However, the cost estimate now shows the reimbursement rate at 29.64% for the entire project. Michelle Spader questioned why the 'renovate as new' portion was now being displayed at the lower rate since it was previously shown to the committee as broken out between the two rates and she was informed by Mr. Morse that it is now his understanding that the state does not reimburse at two different rates. The entire project will be reimbursed at a single rate that is yet to be determined. We will pursue getting the entire project reimbursed at the full 39.64% rate, but there is a possibility that the lower rate could be applied to the entire project. Therefore, to show the maximum anticipated town share, the lower reimbursement rate is being used. The EDO49 will be submitted as a renovation project. This grant application is due June 30, 2014.

We only get 50% of the reimbursement rate for items such as athletic fields, parking and site improvements.

At the next meeting Perkins Eastman hopes to discuss massing (elevation, roof line, etc). Fritz Morris would also like to finalize the design within the next week so he will work with Mr. Piazza and central office in order to do so and then get building committee sign-off (concept level) at the next building committee meeting on Monday, March 31, 2014.

In April public workshops will be conducted and then there would be a period of refinement, based upon ideas and suggestions from the general public. Joe Porto asked Dr. Cronin what the process would

be for the informational sessions at the elementary schools. Cronin advised contacting the school principals, working around the district calendar and ensuring the location isn't already being utilized for another purpose. These meeting would be to garner support for the project. The committee was also advised that April vacation is the week of April 20.

The next meeting of the building committee will be on Monday, March 31 at 8:15 am in the Board of Education meeting room (3<sup>rd</sup> floor of the Annex).

The final topic for discussion this evening is community outreach. Sydney Smith, Social Media Director at DTC, discussed the website that was being built to support the project. Smith showed a preliminary design for the home page of the website. She was looking for committee input on colors, format, photos, etc. Michelle Spader objected to the photo displayed at the top of the webpage which depicted an area of the building housing 4 classrooms that were an entire exterior wall of glass and asked that prior to the website being launched the photo be removed.

[www.nhmsproject.com](http://www.nhmsproject.com) domain has been purchased by DTC. Smith has sole control over this website. Anything that she creates will have to be approved by the committee before she is able to post it to the site; however she will be the only one who can actually post to the site. The site is not currently live. The committee discussed ways to direct people to the website. There was discussion about posting the link to the site on the Facebook page as well as on the North Haven middle school website. It was also discussed that each of the elementary schools, the town website and the Board of Education site could also provide a link on their webpages as well.

The committee decided that they would like DTC to handle the site. Their job will be to provide a place where people can get a basic understanding of the project. There will be a 'Frequently Asked Question' page on the website. The committee also discussed the general appearance of the homepage and recommended some changes.

Dave Mikos asked if there was a way to determine the demographics of those that voted at the high school referendum. Michelle Spader explained that the Registrars of Voters have the historical data.

Attorney Donofrio suggested the committee discuss with First Selectman Freda that he announce the launch of the project website at the next Board of Selectman meeting on Thursday, April 3, 2014. Donofrio also reminded the committee that we voted to design this project in accordance with School Safety Infrastructure Standards (SSIC), therefore the Safety sub-committee needs to meet soon.

Motion to adjourn at 8:30 pm by Bruce Morris, seconded by Mike Brandt and unanimously passed.

Respectfully submitted,

Michelle Spader  
Committee Secretary